ENGLISH-LANGUAGE ARTS HANDBOOK

As you explore world geography in this course, you will read informational texts and primary sources. For this course and in other courses and beyond, you will need to think critically about the texts you read to absorb information and be able to express your thoughts about world events, past and present. You will need to communicate your ideas through writing (summaries, arguments, informative essays, and narratives), speaking (debates and one-on-one and small group discussions), and by giving presentations.

This Handbook will give you some tools for reading critically and expressing your ideas. The Quests and other activities in this program give you opportunities to write and speak about your ideas and create projects that will help you practice these skills.

INTERACTIVE

The 21st Century Skills Tutorials, found on Realize, support many of the skills discussed here. Go online to find a Quick Reference, video of the skill being modeled, and more.

READING

Analyze Informational Text

Reading nonfiction texts, like a magazine article or your textbook, is not the same as reading a fictional story or novel. The purpose of reading nonfiction is to acquire new information. It's something that you, and the adults around you, do all the time.

Process What You Read When you read informational text, it helps to know what to look for and what questions to ask yourself as you read. Use the chart below as a guide when you read.

	Look for	Questions to Ask	For More Help
Central Ideas and Details	• Central ideas or claims • Supporting details or evidence	• What is the subject or main point of this text? • What details support the main point? • What inferences do you need to make? • How does the author develop a few central ideas throughout a text?	**Skills Tutorial** • Identify Main Ideas and Details • Draw Inferences • Summarize
Word Choice	• Unfamiliar words and phrases • Words and phrases that produce a certain effect on a reader	• What inferences about word meaning can you make from the context? • What tone and mood are created by word choice? • What alternate word choices might the author have made?	**Skills Tutorial** • Draw Inferences
Text Structure	• Ways the author has organized the text • Ways sentences and paragraphs work together to build ideas • Clue words signaling a particular structure	• Does the text have a specific structure? • For instance, is it structured by sequence or chronology? By comparisons and contrasts? By causes and effects?	**Skills Tutorial** • Identify Evidence • Analyze Cause and Effect • Sequence • Compare and Contrast

Evaluate Arguments

One important reason to read and understand informational text is so you can recognize and evaluate written arguments. An argument is a logical way of presenting a belief, conclusion, or stance. A good argument is supported with reasoning and evidence and will often address opposing claims. Study the model below to see how the writer developed an argument about the impact of writing on the world.

Writing Has Changed the World

At one time, knowledge was shared by word of mouth. By 3000 BCE, however, ancient peoples had created systems of writing. Over time, writing has grown in importance.

At first, writing was a practical way to record information. The Sumerians began writing to keep track of grain production. In time, people found additional uses for writing. Scholars began to write about mathematics and science. They created calendars and wrote about their history. Much of what we know about the Sumerians, Egyptians, and the Maya comes from their writings.

Perhaps most importantly, writing has been used to unite people. For example, Hammurabi had his law code written in stone. It was displayed throughout the Babylonian empire. All the people knew the laws. For the first time, an entire empire was united by the written word.

People today find it hard to imagine a world without writing. Print and online sources provide a steady stream of written words. It began as a way to count bushels of grain, but now it's our greatest source of knowledge.

Here the writer clearly states the claim.

The writer uses this example to support one of the claims.

The claim is supported by an example from the Maya civilization.

The writer finishes by summarizing the impact of writing on our lives today.

INTERACTIVE

Go online for these interactive skills tutorials:

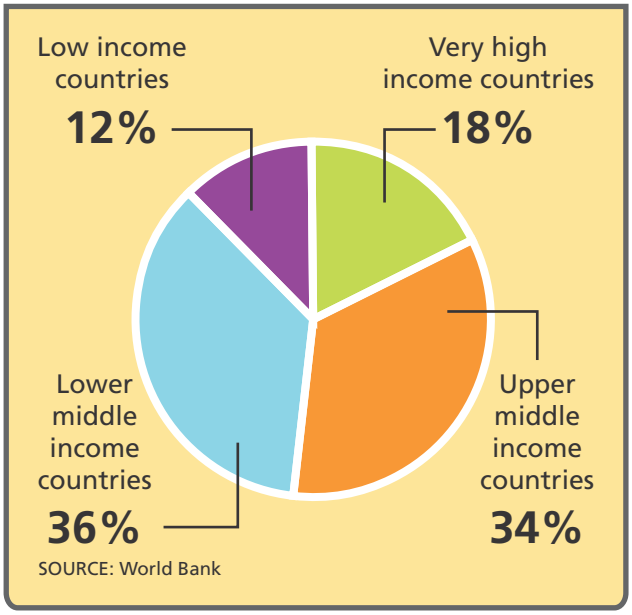
- Evaluate Arguments
- Consider and Counter Opposing Arguments
- Support Ideas with Evidence

Analyze Visuals

Another key component of understanding informational texts is being able to understand any visuals that go with written text, like the maps, graphs, charts, and photos. Study the chart and the example to help you analyze some common types of visuals in your social studies text.

	Look for	For More Help
Maps	• Read the title. • Read the key. • Study the locator globe, scale bar, and compass rose. • Apply the key and labels to the map.	**Skills Tutorial** • Use Parts of a Map • Read Physical Maps • Read Political Maps • Read Special-Purpose Maps
Graphs and Tables	• Read the title. • Use labels and key. • Look for patterns or changes over time.	**Skills Tutorial** • Read Charts, Graphs, and Tables • Create Charts and Maps
Photographs	• Identify the content. • Note emotions. • Read captions or credits. • Study the image's purpose. • Consider context. • Respond.	**Skills Tutorial** • Analyze Images • Analyze Political Cartoons

World Population by Income



1. What is the title of the circle graph?
2. Read the labels. What does each segment of the graph show?
3. How does the size of the four different income groups compare?
4. What conclusion can you draw from this data?

Analyze Primary and Secondary Sources

A primary source is information from someone who saw or was part of what is being described. A secondary source is information recorded later by someone who was not part of the event. You will encounter many primary and secondary sources throughout your textbook and in Quests and other activities. Study these questions and the model primary sources that follows to help you unlock the meaning of these sources.

	Questions to Ask	For More Help
Determine the Author's Purpose	• Is the source written mainly to convey information, like a textbook? • Or, is its purpose to persuade you to think a certain way, like an opinion piece in a newspaper?	**Skills Tutorial** • Analyze Primary and Secondary Sources • Analyze Media Content • Draw Inferences
Determine the Author's Point of View	• What is the author's point of view? • Is the author's point of view shaped by subjective influences such as feelings, prejudices, experiences? • Is the author's point of view shaped by his or her field of study?	**Skills Tutorial** • Analyze Primary and Secondary Sources • Compare Viewpoints
Compare Viewpoints	• How is the author's point of view different from that of other authors' writing on the same subject? • Does the author avoid including certain facts that would change his or her point of view?	**Skills Tutorial** • Compare Viewpoints
Analyze Word Choice	• Does the author use words in a neutral, factual way? • Does the author use loaded words that try to persuade the reader to think a certain way?	**Skills Tutorial** • Identify Bias
Analyze Interactions	• How have individuals, events, and ideas influenced each other? • What connecting words signal these interactions (*next, for example, consequently, however,* etc.)?	**Skills Tutorial** • Analyze Cause and Effect

Primary Sources Model Shi Huangdi founded the Qin dynasty. His rule was marked by great accomplishments as well as strict and sometimes cruel actions. This excerpt describes Shi Huangdi's rule. Study the excerpt and call-outs to help you better understand the author's purpose, word choices, and point of view.

Shi Huangdi Memorial Inscription

A new age is inaugurated by the Emperor;
Rules and measures are rectified, . . .
Human affairs are made clear
And there is harmony between fathers and sons.
The Emperor in his [wise ways], [kindness], and justice
Has made all laws and principles [understandable].

He set forth to pacify the east,
To inspect officers and men;
This great task accomplished
He visited the coast.
Great are the Emperor's achievements,
Men attend diligently to basic tasks,
Farming is encouraged, . . .

All the common people prosper;
All men under the sky
Toil with a single purpose;
Tools and measures are made uniform,
The written script is standardized,
Wherever the sun and moon shine. . . .

—*The Records of the Grand Historian*, Sima Qian.

The adjectives are all positive and suggest that Emperor Shi Huangdi was a good emperor.

This inscription was ordered by Shi Huangdi, so the writer probably needed to make the descriptions positive.

The author only refers to Shi Huangdi's positive actions and not his more controversial ones.

Sima Qian lived about 100 years after the life of Shi Huangdi. He is quoting from a marker put up during Shi Huangdi's time.

Support Your Analyses With Evidence

Historians and other writers make assertions, or claims, about events. Before accepting a claim as fact, however, look carefully at the evidence the author provides. Study the chart and the model secondary source to learn more about how to use evidence to support your ideas.

	Look for	Questions to Ask	For More Help
Support Your Analyses With Evidence	• The subject of the passage • Any assertion or claim that something is true • Appropriate evidence to support the claim • How well the evidence supports the claim, either explicitly or by inference	• What is the passage about? • Are there claims that something is true? • If so, what language supports the claim? • Does the evidence support the claim? • Did the author convince you that the claim was correct?	**Skills Tutorial** • Identify Evidence • Support Ideas with Evidence

Model Secondary Source

Look for evidence in this model passage. Do you think the main point is supported by the evidence?

Advances in technology can change people's lives and raise their standard of living. Standard of living is the level of comfort enjoyed by a person or a society. For example, the Maasai people of eastern Africa are cattle herders. They often must kill lions who threaten their cattle, but lions are endangered. So people who want to protect the lions have brought new GPS and computer technology to the Maasai. Some Maasai now use these devices to track the movement of lions, enabling them to move their herds away from the lions. As a result, they kill fewer lions. They also have more money because they don't lose cattle.

The subject of a passage is usually stated toward the beginning of the passage. This passage's subject is how technology can improve people's standard of living.

This sentence explains how technology was introduced to the Maasai.

This sentence shows how the Maasai's standard of living improved because of technology.

WRITING

Use the Writing Process

Writing is one of the most powerful communication tools you will use for the rest of your life. Follow these steps to strengthen your writing.

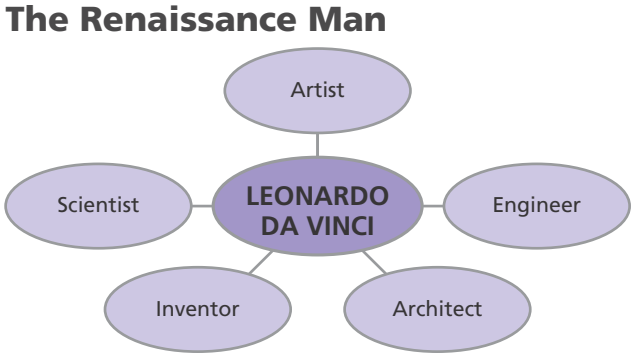
Prewriting: Plan Your Essay

1. **Choose a topic.** Often your teacher will provide you with a topic. Sometimes, you will be able to choose your own. In that case, select a topic that you care about and that you think will interest others.

2. **Narrow your focus.** Most writers begin with too broad a topic and need to narrow their focus. For example, you might decide to write about the Renaissance. You will need to narrow your focus to a single artist or discovery in order to write a meaningful essay.

3. **Gather information.** Collect facts and details you'll need to write your essay. Research any points that you are unsure about.

4. **Organize your ideas.** Writers often find it useful to create an outline to help them plan their essay. You need not create a formal outline, but you'll at least want to jot down your main ideas, the details that support them, and the order in which you will present your ideas. A graphic organizer can help you organize your ideas. Here is a graphic organizer for a paper on the Italian artist and scientist Leonardo da Vinci:



5. **Write a thesis statement.** A thesis statement focuses your ideas into a single sentence or two and tells readers what the essay is about.

Drafting

1. **Maintain a clear focus.** If you find that your writing is starting to get off track, go back to your thesis statement.

2. **Elaborate for interest and emphasis.** Give details and specific examples about each point in your essay.

3. **Provide evidence.** Evidence is key to convincing an audience. Provide factual, concrete evidence to back up your ideas and assertions.

Revising, Editing, and Rewriting

1. **Add transition words.** Make cause-and-effect relationships clear with words such as *because*, *as a result*, and so on. To compare or contrast ideas, use linking words, such as *similarly*, *both*, and *equally* or *in contrast*, *instead*, and *yet*. Use words such as *first*, *second*, *next*, and *finally* to help readers follow steps in a sequence. Look at the following examples. In the revised version, a reader knows the correct order in which to perform the steps.

First Draft	Revision
Geographers form an educated guess called a hypothesis. They test that hypothesis with further research.	Next, geographers form an educated guess called a hypothesis. Then, they test that hypothesis with further research.

2. **Focus on how well you have addressed your purpose.** Be sure that your essay addresses your purpose for writing. For a problem-solution essay, that means anticipating opposing arguments and responding to them. For a cause-and-effect essay, stress the way one event leads to the next.

3. **Focus on your audience.** Check that you have not left out any steps in your essay and that your audience can follow your thinking. Make sure that your writing will hold your audience's interest.

4. **Review organization.** Confirm that your ideas flow in a logical order. Write your main points on sticky notes. Reorganize these until you are satisfied that the order best strengthens your essay.

5. **Revise sentences and words.** Use both short and long sentences. Scan for vague words, such as *good* or *nice*. Replace them with specific and vibrant words, such as *helpful* or *friendly*.

6. **Peer review.** Ask a peer—a friend or classmate—to read your draft. Is it clear? Can your reader follow your ideas? Revise confusing sections.

INTERACTIVE

Go online for these interactive skills tutorials:

- Identify Main Ideas and Details
- Organize Your Ideas
- Write an Essay

Proofread Always proofread for spelling and grammar errors. Do not simply rely on spellchecking apps or programs. A spellchecker won't catch the difference between *see* and *sea* or between *deer* and *dear*.

Use Technology

Here are a few ideas:

- ☑ Use a word processing program to plan and write your essay.
- ☑ Use the Internet for research (see guidelines later in this Handbook).
- ☑ Use email and other online tools to collaborate with classmates.
- ☑ Create informative charts, graphs, and diagrams for presentations.
- ☑ Share your writing with others through a blog or website.

Write an Argument

In addition to evaluating other writers' arguments, you also need to be able to express arguments of your own, in writing and speaking. An argumentative, or persuasive, essay sets forth a belief or stand on an issue. A well-written argument may convince the reader, change the reader's mind, or motivate the reader to take a certain action.

In this program, you'll practice writing arguments in some Document-Based Inquiry Quests and Writing Workshops, with support in your **Active Journal**. Use the checklist to help you write a convincing argument.

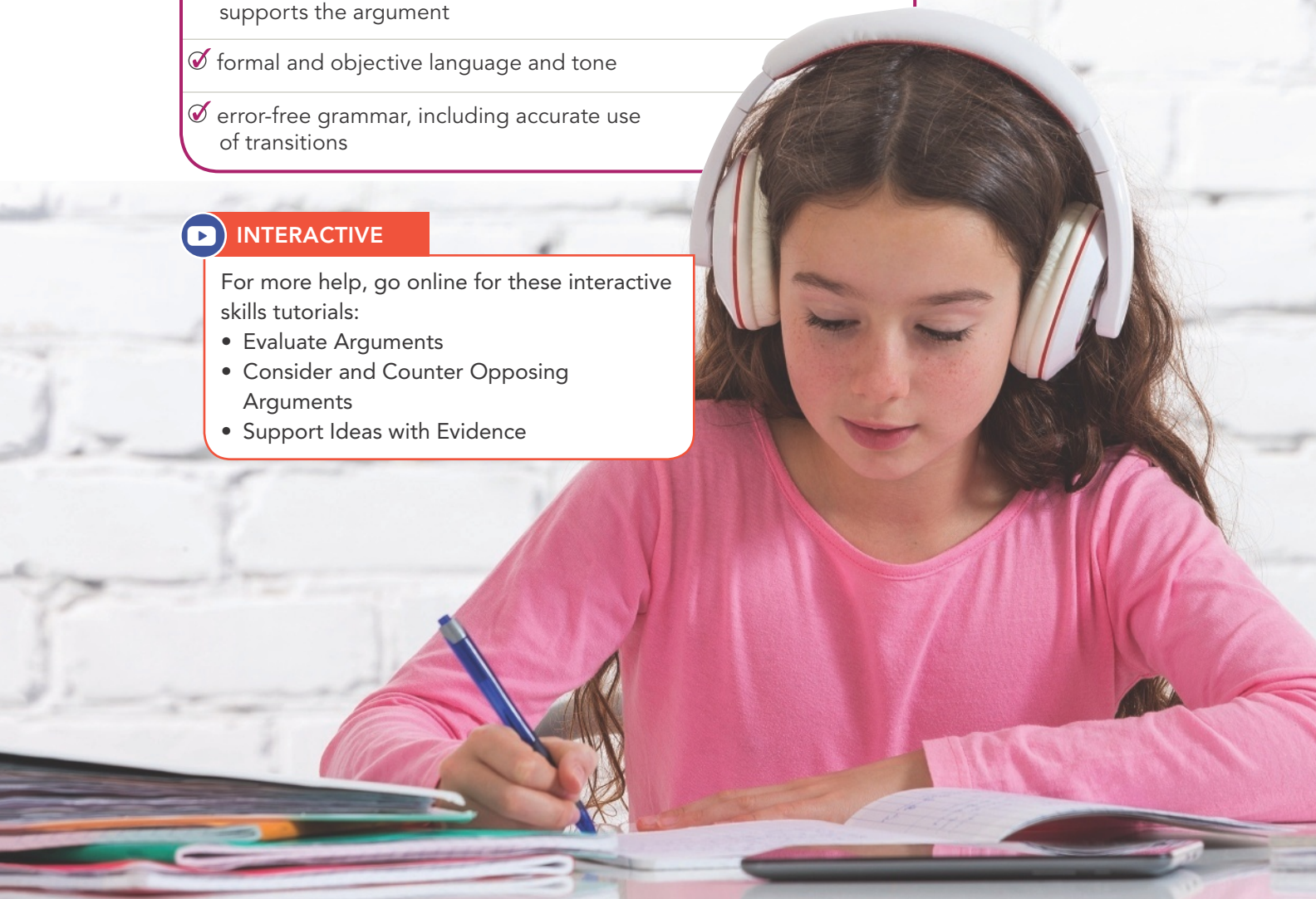
An Effective Argument Includes

- ☑ a precise claim
- ☑ consideration of alternate claims, or opposing positions, and a discussion of their strengths and weaknesses
- ☑ logical organization that makes clear connections among claim, reasons, and evidence
- ☑ valid reasoning and evidence, using credible sources and accurate data
- ☑ a concluding statement or section that follows from and supports the argument
- ☑ formal and objective language and tone
- ☑ error-free grammar, including accurate use of transitions

INTERACTIVE

For more help, go online for these interactive skills tutorials:

- Evaluate Arguments
- Consider and Counter Opposing Arguments
- Support Ideas with Evidence



Write Informative or Explanatory Essays

Informative or explanatory texts present facts, data, and other evidence to give information about a topic. Readers turn to informational and explanatory texts when they wish to learn about a specific idea, concept, or subject area, or if they want to learn how to do something.

An Effective Informative/Explanatory Essay Includes
☑ a thesis statement that introduces the concept or subject
☑ an organization (such as definition, classification, comparison/contrast, cause/effect) that presents information in a clear manner
☑ headings (if desired) to separate sections of the essay
☑ definitions, quotations, and/or graphics that support the thesis
☑ relevant facts, examples, and details that expand upon a topic
☑ clear transitions that link sections of the essay
☑ precise words and technical vocabulary where appropriate
☑ formal and objective language and tone
☑ a conclusion that supports the information given and provides fresh insights

Suppose you are writing an essay comparing and contrasting life in different parts of Europe.

Your thesis statement might be "Life varies in different parts of Europe. The languages that people speak, the religions they practice, and the goods they produced can differ in many ways."

Your organization might be:

I Western Europe
- A. Family
- B. Language
- C. Religion
- D. Economy

II Eastern Europe
- A. Family
- B. Language
- C. Religion
- D. Economy

OR

I Family
- A. Western Europe
- B. Eastern Europe

II Language
- A. Western Europe
- B. Eastern Europe

III Religion
- A. Western Europe
- B. Eastern Europe

IV Economy
- A. Western Europe
- B. Eastern Europe

INTERACTIVE

Go online for these interactive skills tutorials:
- Organize Your Ideas
- Compare and Contrast
- Analyze Cause and Effect
- Develop a Clear Thesis

Write Narrative Essays

A narrative is any type of writing that tells a story. Narrative writing conveys an experience, either real or imaginary, and uses time order to provide structure. Usually its purpose is to entertain, but it can also instruct, persuade, or inform.

An Effective Narrative Includes
☑ an engaging beginning in which characters and setting are established
☑ a well-structured, logical sequence of events
☑ narrative techniques, such as dialogue and description
☑ a variety of transition words and phrases to convey sequence and signal shifts from one time frame or setting to another
☑ precise words and phrases, relevant descriptive details, and sensory language that brings the characters and setting to life
☑ a conclusion that follows naturally from the story's experiences or events

Model Narrative This passage is a fictional letter from a young woman in Rome to her aunt. Notice how it begins by establishing the setting as Rome at the time of the invasion of Vandals, one of the Germanic peoples. Note that the writer also offers details on how the invasion of the Vandals is affecting her life.

Dear Aunt Lavinia,

Everyone is telling me not to be afraid, but I think they are foolish. The Vandals are at the gates of Rome, threatening to enter at any minute. We hear stories of death and destruction wherever the invading armies go. They have already sacked many villages. Food is becoming more scarce because they have ripped up the fields. There remains only the grain stored in our warehouse. Mother and Father are not sure that the Emperor's armies can protect us. They have packed a box with our most precious things so we can move quickly. Please be ready to receive us, if we can get away from here with our lives.

Your loving niece, Portia

INTERACTIVE

For more help, go online for these interactive skills tutorials:

- Sequence
- Draw Conclusions
- Write an Essay
- Write a Journal Entry

Find and Use Credible Sources

You will often need to conduct research using library and media sources to gain more knowledge about a topic. Not all of the information that you find, however, will be useful—or reliable. Strong research skills will help you find accurate information about your topic.

Using Print and Digital Sources An effective research project combines information from multiple sources. Plan to include a variety of these resources:

- **Primary and Secondary Sources:** Use both primary sources (such as interviews or newspaper articles) and secondary sources (such as encyclopedia entries or historians' accounts).
- **Print and Digital Resources:** The Internet allows fast access to data, but print resources are often edited more carefully. Plan to include both print and digital resources in order to guarantee that your work is accurate.
- **Media Resources:** You can find valuable information in media resources such as documentaries, television programs, podcasts, and museum exhibitions.
- **Original Research:** Depending on your topic, you may wish to conduct original research, such as interviews or surveys of people in your community.

Evaluating Sources It is important to evaluate the credibility and accuracy of any information you find. Ask yourself questions such as these to evaluate sources:

- **Authority:** Is the author well known? What are the author's credentials? Does the source include references to other reliable sources? Does the author's tone win your confidence? Why or why not?
- **Bias:** Does the author have any obvious biases? What is the author's purpose for writing? Who is the target audience?
- **Currency:** When was the work created? Has it been revised? Is there more current information available?

Using Search Terms Finding information on the Internet is easy, but it can be a challenge to find facts that are useful and trustworthy. If you type a word or phrase into a search engine, you will probably get hundreds of results.

Did you know?

Beware of some online encyclopedias. They can be a good starting place for information, but their contributors are not required to fact-check their submissions.

However, those results are not guaranteed to be relevant or accurate. These strategies can help:

- ☑ Create a list of keywords before you begin using a search engine.
- ☑ Enter six to eight keywords.
- ☑ Choose unique nouns. Most search engines ignore articles and prepositions.
- ☑ Use adjectives to specify a category. For example, you might enter "ancient Rome" instead of "Rome."
- ☑ Use quotation marks to focus a search. Place a phrase in quotation marks to find pages that include exactly that phrase.
- ☑ Spell carefully. Many search engines correct spelling automatically, but they cannot catch every spelling error.
- ☑ Scan search results before you click them. The first result isn't always the most useful. Read the text before you make a choice

INTERACTIVE

Go online for these interactive skills tutorials:

- Search for Information on the Internet
- Evaluate Web Sites
- Take Effective Notes
- Avoid Plagiarism

Avoiding Plagiarism

Whenever you conduct research, you must be careful to give credit for any ideas or opinions that are not your own. Presenting someone else's ideas, research, or opinion as your own—even if you have phrased it in different words—is plagiarism. Plagiarism is the equivalent of stealing. Be sure to record your sources accurately so you can identify them later. When photocopying from a source, include the copyright information. Include the web addresses from online sources.

Quoting and Paraphrasing

When including ideas from research into your writing, you will need to decide whether to quote directly or paraphrase. You must cite your sources for both quotations and paraphrases. **A direct quotation** uses the author's exact words when they are particularly well-chosen. Include complete quotations, without deleting or changing words. Enclose direct quotations in quotation marks. **A paraphrase** restates an author's ideas in your own words. Be careful to paraphrase accurately. A good paraphrase does more than simply rearrange an author's phrases, or replace a few words with synonyms.

Formats for Citing Sources

When you cite a source, you acknowledge where you found your information and give readers the details necessary for locating the source. Always prepare a reference list, called a bibliography, at the end of a research paper to provide full information on your sources.

Did you know?

A citation for a book should look like this: Pyles, Thomas. *The Origins and Development of the English Language*. 2nd ed. New York: Harcourt, 1971. Print.

A citation for a website should include this information:

Romey, Kristin. "Face of 9,500-Year-Old Man Revealed for First Time." *National Geographic*, Jan. 2017. *news.nationalgeographic.com* Web. 20 Jan. 2017.

Write Research Papers

You will often need to conduct research in the library or on the Internet for a project or essay. In this program, you will conduct research for Quest projects and some Writing Workshop assignments. Before you begin, review the information in Use the Writing Process as well as in Find and Use Credible Sources in this Handbook. Then follow these additional tips to help you make the most of your research.

1. Narrow or Broaden Your Topic Choose a topic that is narrow enough to cover completely. If you can name your topic in just one or two words, it is probably too broad. For example, a topic such as South American history would be too broad. When you begin to research, pay attention to the amount of information available. If there is way too much information when you begin your research on your topic, narrow your focus.

On the other hand, you might need to broaden a topic if there is not enough information available. A topic is too narrow when it can be thoroughly presented in less space than the required size of your assignment. It might also be too narrow if you can find little or no information in library and media sources. Broaden your topic by including other related ideas.

2. Generate Research Questions Use research questions to focus your inquiry. For example, instead of simply hunting for information about economic development, you might ask, "How does economic development help the people of a country?" or "How can countries successfully promoted economic development?" As you research your topic, continue to ask yourself questions. Follow your new questions in order to explore your topic further. Refocus your research questions as you learn more about your topic.

3. Synthesize Your Sources Effective research writing is more than just a list of facts and details. Good research synthesizes—gathers, orders, and interprets—those elements. These strategies will help you synthesize effectively:

- ☑ Review your notes. Look for connections and patterns among the details you have collected.
- ☑ Organize notes or notecards to help you plan how you will combine details.
- ☑ Pay close attention to details that emphasize the same main idea.
- ☑ Also look for details that challenge each other. For many topics, there is no single correct opinion. You might decide to conduct additional research to help you decide which side of the issue has more support.

INTERACTIVE

For more help, go online for these interactive skills tutorials:

- Ask Questions
- Create a Research Hypothesis
- Synthesize

SPEAKING AND LISTENING

Discuss Your Ideas

A group discussion is an informal meeting of people that is used to openly discuss ideas, readings, and issues. You can express your views and hear those of others. In this program, you'll participate in Discussion Inquiry Quests and many one-to-one, group, and teacher-led discussions. You'll work with different partners on many topics and issues. Use the Keys to Effective Discussions to help you be an active participant in lively discussions.

Keys to Effective Discussions

- ☑ Come to discussions prepared, having studied the required material and/or read relevant background information.
- ☑ Build on others' ideas and express your own ideas clearly.
- ☑ Be sure that your comments directly contribute to the topic, text, or issue under discussion.
- ☑ Give specific evidence for the points you wish to make.
- ☑ Follow rules for civic discussions, including letting everyone have a chance to speak and listening carefully to others' points of view.
- ☑ Pose and respond to specific questions and issues with elaboration and details.
- ☑ Be prepared to demonstrate your understanding of the different perspectives people have put forth during the discussion.
- ☑ Acknowledge the views of others respectfully, but ask questions that challenge the accuracy, logic, or relevance of those views.

INTERACTIVE

Go online for these interactive skills tutorials:

- Participate in a Discussion or Debate
- Support Ideas With Evidence
- Work in Teams

Give an Effective Presentation

Many of the Quests in this program will require you to give a presentation to your teacher and classmates, and sometimes even to a wider audience. These presentations will be good practice for the presentations you will need to give in school and in professional settings. You can speak confidently if you prepare carefully and follow this checklist.

Keys to Effective Presentations
☑ Prepare your presentation in advance and practice it in order to gain comfort and confidence.
☑ Present your claims and findings in a logical sequence so that your audience can easily follow your train of thought.
☑ Use relevant descriptions, facts, and specific details.
☑ Consider using nonverbal elements like hand gestures and pauses to emphasize main ideas or themes.
☑ Use appropriate eye contact, adequate volume, and clear pronunciation.
☑ Use appropriate transitions (*for example, first, second, third*) to clarify relationships.
☑ Use precise language and vocabulary that is specific to your topic.
☑ Provide a strong conclusion.
☑ Adapt your wording to your purpose and audience. Use formal English for most presentations, but try to sound natural and relaxed.
☑ Include multimedia components such as you see in the chart to clarify information.

Maps	Graphs/Charts/ Diagrams	Illustrations/Photos	Audio/Video
Clarify historical or geographical information	Show complex information and data in an easy-to-understand format	Illustrate objects, scenes, or other details	Bring the subject to life and engage audiences

INTERACTIVE

Go online for these interactive skills tutorials:

- Give an Effective Presentation
- Create Charts and Maps
- Support Ideas With Evidence

Effective Listening

Active listening is a key component of the communication process. Like all communication, it requires your engaged participation. Follow the Keys to Effective Listening to get the most out of discussions, presentations by others, lectures by your teacher, and any time you engage in listening.

Keys to Effective Listening

- ☑ Look at and listen to the speaker. Think about what you hear and see. Which ideas are emphasized or repeated? What gestures or expressions suggest strong feelings?
- ☑ Listen carefully to information presented in different media and formats—including videos, lectures, speeches, and discussions—so you can explain how the information you learn contributes to the topic or issue you are studying.
- ☑ Listen for the speaker's argument and specific claims so that you can distinguish claims that are supported by reasons and evidence from claims that are not.
- ☑ Listen to fit the situation. Active listening involves matching your listening to the situation. Listen critically to a speech given by a candidate for office. Listen with kindness to the feelings of a friend. Listen appreciatively to a musical performance.

INTERACTIVE

For more help, go online for these interactive skills tutorials:

- Identify Bias
- Identify Evidence
- Distinguish Between Fact and Opinion
- Evaluate Existing Arguments